

**THE MINUTES OF THE ANNUAL MEETING OF THE  
WHEATLEY HILL PARISH COUNCIL**

**HELD ON MONDAY 9 MAY 2016**

**Present:** Councillors Mrs E Carr, E Goyns, Mrs M Goyns,  
B Maddison, J Miller, Mrs M Nicholls, M Nicholls,  
Mrs L Stewart and Mrs C Stogdale

**1 ELECTION OF CHAIR**

**RESOLVED** that Councillor M Nicholls be elected Chair of Wheatley Hill Parish Council for the ensuing year.

Councillor Nicholls accepted the office of Chair of Wheatley Hill Parish Council and thanked Members for their help and support. He thanked them for their confidence in him and stated that he would act in the best interests of the village and community over the forthcoming year.

**2 APPOINTMENT OF VICE-CHAIR**

**RESOLVED** that Councillor Mrs E Carr be appointed Vice-Chair of Wheatley Hill Parish Council for the ensuing year.

**3 APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED** that Mr G Fletcher be appointed Internal Auditor to Wheatley Hill Parish Council for the ensuing year.

**4 APPOINTMENT OF SCHOOL GOVERNORS**

**RESOLVED** that Councillor Mrs C Stogdale be appointed to serve as School Governor to Wheatley Hill Primary School.

**5 APPOINTMENT TO SUB-COMMITTEES**

**RESOLVED** that the following appointments be made:-

Cemetery Sub-Committee  
Councillors Mrs M Goyns, B Maddison and Mrs E Carr

Allotment Sub-Committee  
Councillors B Maddison, M Nicholls and J Miller

**6 REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED** that the following Members be appointed to serve as representatives of the Parish Council on the following external bodies for the forthcoming year:-

East Durham Association of Town and Parish Councils  
Councillors Mrs E Carr, J Miller and M Nicholls

County Durham Association of Local Councils  
Councillors J Miller and Mrs L Stewart

Citizens Advice County Durham  
Councillor Mrs L Stewart

Durham Rural Community Council  
Councillor Mrs L Stewart

Wheatley Hill Community Association  
Councillors J Miller and Mrs L Stewart

**7 DATE AND TIME OF ORDINARY MEETINGS OF WHEATLEY HILL PARISH COUNCIL**

**RESOLVED** that meetings of Wheatley Hill Parish Council be held on the second Monday of each month commencing at 6.00pm, with the exception of August where no council meeting would be held due to recess. Meeting dates were subject to change with the consent of the Chair of the Parish Council.

**8 THE MINUTES OF THE LAST MEETING held on 11 April 2016, a copy of which had been circulated to each Member, were approved and signed by the Chair.**

**9 COMMUNITY POLICING**

The Clerk reported that PCSO K Hyde had submitted her apologies.

Members were advised that since the last meeting there had been 3 reported burglaries and 12 reports of anti-social behaviour.

The Clerk explained that the last PACT meeting for Wheatley Hill had been held and from next month the Police would be present in Wheatley House half an hour before the Parish Council meeting, which commenced at 6.00pm.

**RESOLVED** that the information given, be noted.

**10 CORRESPONDENCE**

**(1) Requests for Financial Assistance**

**(i) Wheatley Hill History Club**

The Clerk reported the receipt of a request for financial assistance from Wheatley Hill History Club towards an event to commemorate the Battle of the Somme.

**RESOLVED** that a donation of £300.00 be made from the Section 137 Budget.

**(ii) Wheatley Hill Constitutional Club**

The Clerk reported the receipt of a request for financial assistance from Wheatley Hill Constitutional Club towards the honorary members' day out in June 2016.

**RESOLVED** that a donation of £300 be made from the Section 137 Budget.

**(2) Letters of Thanks**

The Clerk reported the receipt of the following letters of thanks.

Greenhills Centre  
Citizens Advice County Durham  
GOALS Community Group

**RESOLVED** that the information given, be noted.

**(3) Village Artwork**

The Clerk reported that at the last meeting of the Parish Council Mrs Hedley and Mrs Peacock attended to discuss the village artwork project with Members, particularly the location of the statue.

Members were advised that at the last meeting of the project group consideration was given to the two possible locations of the Pit Wheel site and the Cemetery. The group were provided with a list of advantages and disadvantages for both sites and a vote was taken. Members were advised that the group voted in favour of the Pit Wheel site. The Chair suggested Wheatley House as a possible location and Councillor Carr agreed to report this back to the next meeting of the project group.

Members were advised that the next meeting would be held on 23 May 2016 at 2pm in Wheatley House..

**RESOLVED** that the information given, be noted.

**11 PLANNING**

**(i) APPLICATIONS**

**DM/16/01142/WAS** – ELV Operation for an existing garage unit at 10 Wheatley Hill Workshops, Front Street Industrial Estate, Wheatley Hill, Durham DH6 3QZ for K R Salvage.

**DM/16/01296/FPA** – Erection of single storey pitched roof extension to rear and replacement roof to existing conservatory at 6 Wayside, Wingate Lane, Wheatley Hill, Durham DH6 3LZ for Mr D Wilkinson.

**(ii) APPROVALS**

**DM/16/00736/FPA** – Conversion of commercial premises to two flats at 13 Front Street, Wheatley Hill, Durham DH6 3NJ for Mr J Carr.

**RESOLVED** that the information given, be noted.

**12 DELEGATES REPORTS**

The Chair provided Members with an update on the following;

- Front Street Improvements – works to tidy up the appearance which included new planters, seating, railings and paving
- Front Street – “Shop Fronts Scheme” to improve appearance of shops
- Properties at Alexandra Terrace, Greenhills Terrace and Thornley Road – owners were being encouraged to tidy up the appearance of their properties
- Untidy gardens – a number of properties had reported rats as a result of rubbish in gardens. This had been reported to Durham County Council
- Granville Terrace – a blue bin full of rubbish had been reported and the area would be sprayed to control and reduce weeds
- New Clinic – tenders for the final stage of the works were awaited

RESOLVED that the information given, be noted.

### 13 HEAD GROUNDPERSONS REPORT

The Clerk reported that routine work had been undertaken in the Cemetery and around the village since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

### 14 CLERK’S REPORT

#### (1) Allotments/Stable Blocks

##### (i) Waiting List

Members were provided with details of waiting lists for allotments and stable blocks.

RESOLVED that the information given, be noted.

##### (ii) Stable Block 19

The Clerk reported that following the last meeting Mr A Townley of 25 Granville Terrace, Wheatley Hill had accepted the tenancy of stable block 19. Due to the poor condition of the plot Mr Townley was advised he would not be required to pay rent until October 2016.

The Clerk explained that there had been so much fly tipped rubbish on the site that two large skips were required to clear it at a cost of £480.00.

RESOLVED that the information given, be noted.

##### (iii) Allotment 6

The Clerk reported that following the last meeting Mr T Carney of 48 Peter Lee Cottages, Wheatley Hill had accepted the tenancy of allotment 6 and paid £35.00 rent.

**RESOLVED** that the information given, be noted.

**(2) Internal Audit Report for the Year Ending 31 March 2016**

The Clerk reported the receipt of the internal audit report for 2015/2016 undertaken by Mr G Fletcher.

Members were advised that local councils in England were expected to complete an annual return which summarised their annual activities at the completion of each financial year.

It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the annual return was to be completed by the Parish Council's independent internal auditor who gave an opinion of the Parish Council's internal controls, details of which were outlined to Members.

All the key controls contained within the annual return were examined and found to be working satisfactory.

There was no other recommendations concerning the audit.

**RESOLVED** that the internal audit report for 2015/2016 be accepted.

**(3) Summer Bedding**

The Clerk reported the receipt of correspondence from Durham County Council in relation to summer bedding.

Members were advised that the County Council had suggested planting Herbaceous Perennials in some of the beds. Members agreed that small perennials, along with the annuals would be acceptable as long as they were kept well pruned and not allowed to overwhelm the beds.

The County had also suggested that a small Birdsmouth Fence be erected around the beds at the Pit Wheel. This would act as a deterrent to cars and quad bikes driving over the beds.

The Clerk reported that the County Council had advised that due to a lack of equipment, they were experiencing problems with the watering of the Hanging Baskets ordered by the Parish Council. Members agreed that they wished to retain the village hanging baskets.

Members discussed that improvements to the Front Street and suggested that trough planters be erected on the railings at Vincent's Corner and those next to the new seats located at the Industrial Estate.

**RESOLVED** that Durham County Council be advised of the following

- (i) Herbaceous Perennials be planted in the beds,**

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- (ii) a Birdsmouth fence be erected around the beds at the Pit Wheel,
- (iii) the village hanging baskets be retained,
- (iv) trough planters be requested for the railings at Vincent's Corner and the seating area at the Industrial Estate.

### 15 PAYMENTS AND ORDERS

**RESOLVED** that the payments listed be endorsed.

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105163	JAC's Accountancy Ltd	P60's - Payrol Services	15.00	3.00	18.00
105164	Durham County Council	Machine Repairs	141.75	28.35	170.10
105165	J Dent	Skip Hire - Allotments	400.00	80.00	480.00
105166	M Nicholls	Telephone Allowance	25.00		25.00
105167	J Thompson	Telephone Allowance	25.00		25.00
105168	Durham County Council	Machine Parts	68.88	13.78	82.66
105169	North East Regional Employers Organisation	Advisory Services	295.00	59.00	354.00
105170	G Fletcher	Internal Audit	260.00		260.00
105171	Horns	Cemetery Supplies	99.58	19.92	119.50
105172	J Thompson	Reimbursements	18.15		18.15
105173	npower	Electric - Heritage Centre	143.15	7.16	150.31
105174	Wheatley Hill History Club	Section 137 Donation	300.00		300.00
105175	Wheatley Hill Constitutional Club	Section 137 Donation	300.00		300.00
105176	J Davies	Reimbursements	108.92	9.29	118.21
105177	JAC's Accountancy Limited	Payroll Services - May 2016	20.00	4.00	24.00
105178	County Durham Association of Local Councils	Annual Subscription	370.84		370.84
Internet Banking	Councillors Mrs M Goyns and Mrs L Stewart	Attendance Allowance	434.56		434.56
Internet Banking	Payroll	Wages - May 2016	4098.58		4098.58
Internet Banking	HMRC/DCC	PAYE/Pension - May 2016	2577.05		2577.05
Direct Debit	British Telecom	Telephone/Internet	33.03	6.60	39.63
Internet Banking	HMRC	P11D Expenses and Benefits Return	249.48		249.48
			<b>TOTAL</b>	<b>9983.97</b>	<b>231.10</b>
					<b>10215.07</b>

**16 RISK MANAGEMENT**

The Clerk advised that there was nothing to report.

**17 ANY OTHER BUSINESS**

**(i) East View – Rubbish**

Councillor Mrs Goyns reported an increase in the amount of rubbish along East View including cans, bottles and paper.

**RESOLVED** that the matter be reported to Durham County Council.

..... Signed

..... Dated